

*Note - Need to update for email 9/2/98
and problem report 7323WFM03

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STANDARD OPERATING PROCEDURES

No. 37-1-E-40
7-1

Revised 25 Feb 1998 *

PROCEDURES FOR PRESERVATION OF
ENVIRONMENTAL RESTORATION RECORDS

1. Purpose: This Standard Operating Procedure (SOP) defines guidance for handling and storage of Environmental Restoration records.

2. References:

a. CEIM-PD Memorandum dated 17 March 1992, Preservation of Environmental Restoration Records.

b. Draft SOP CEIM-PD Superfund Site Specific Documentation Files.

c. CENCB-IM Memorandum dated 27 March 1992, Preservation of Environmental Restoration Records.

d. CENCB-RM-F Memorandum dated 14 February 1994, EPA File Review, Civil Works.

e. CERM-F Memorandum dated 7 June 1996, Policy for Retention of Travel Expense Receipts.

f. CERM-F Memorandum dated 14 July 1997, Retention of Superfund Travel Documents.

g. CEIM-IR/CEMP-R Memorandum dated 11 Feb 98, Continued Moratorium on Destruction of Environmental Restoration Records.

3. Policy:

a. All documents substantiating costs attributable to a project must be retained permanently regardless of age. All files will be marked "Do Not Destroy". This is a waiver to the current MARKS requirements while a retention period of 30 years is negotiated.

b. Each project is to have it's own file labeled with the COEMIS costcode/CEFMS work item, site name, and reimbursable order number. The Reimbursable Order (and all amendments) are to be placed in the front of the file.

c. All cost transactions must be reconciled back to the monthly billing amount. Discrepancies must be reconciled using the appropriate reconciliation forms (see CEIM-PD SOP).

d. The following documents will be maintained in the EPA controlled access files:

(1) A monthly "packet" consisting of the monthly reimbursable billing and supporting documents. These will be maintained in descending order, oldest billing in the back of the file, current billing in the front.

(2) For COEMIS transactions:

(a) The monthly billing will be followed by a copy of the Register of Accepted Transactions (RAT) listing and reconciliation forms, followed by all documents listed on the RAT listing. The RAT files are to be used because it is the only document which translates labor hours into labor, overhead and indirect expense. Where cost functionalizes through Revolving Fund, the applicable sections of the Revolving Fund RAT listing must also be obtained and documents retrieved in the same fashion as the Civil files.

(b) Documents identified in the RAT listing should be retrieved from the financial records and copied in letter size format. File the original document in the EPA file and stamp the copy "Original in EPA File" and return to the normal financial operating records.

(c) The following supporting documentation is required:

* Labor - (CETAL) - Original employees labor sheets with attached supervisors's certification, Site files require only copy of time sheets and certification.

* Rates: G&A overhead, Technical indirect overhead, effective rates - copies of the published rates in effect during the life of the project.

* Travel - Travel Vouchers and 4480's Airline costs must be substantiated with the billing from the travel agency, billing from the credit card company or GTR.

* Motor Vehicle charges - published user rates and Eng Form 4479's.

- * Distributions (general) and cost transfers - 4479's.
- * Disbursement Vouchers - Certified disbursement vouchers, name of payee, check number, date and D.O. voucher number.

(3) For CEFMS transactions:

(a) Per phonecon with Cheryl Young 7/29/97, at CEMRD, printouts and copies of transactions in CEFMS where the original signature is stored in CEFMS will not be made and maintained in EPA controlled access files.

(b) The following original documentation not in CEFMS will be obtained and stored in the F&A controlled access files:

- * All traveler's receipts for TDY performed on EPA projects. The traveler will only keep copies in the site file.
- * All original vendor invoices, government bills, fuel receipts, VISA charge receipts, and other documentation used to support a payment to a commercial vendor or other government agency.

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